



COUNTY OF NASSAU
OFFICE OF THE COUNTY ATTORNEY
One West Street
Mineola, NY 11501

<http://www.nassaucountyny.gov/agencies/CountyAttorney/index.html>

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FALL 2013
SPRING 2014
LAW STUDENTS OPPORTUNITIES

The Office of the Nassau County Attorney is composed of several litigating bureaus. **Appeals** is responsible for constitutional, administrative, employment, tax and social service appellate work in State and Federal appellate courts. **General Litigation** handles Federal civil rights and employment discrimination cases, and State court commercial and environmental matters. **Torts** represents the County in a range of personal injury cases. **Labor** defends the County against discrimination, employment and labor law claims. **Family Court** represents the County in cases of child abuse and neglect, child support actions, and investigation and prosecution juveniles. **Tax Certiorari and Condemnation** handles real property tax review cases, tax exemption issues, and condemnation proceedings and acquisitions of property. **Vehicle Forfeiture** brings forfeiture actions against individuals charged with DWI/DUI.

The Office also has non-litigating or transactional bureaus. **Legal Counsel** drafts state and local legislation and provides legal opinions. **Municipal Finance** handles all finance matters including the issuance of debt. **Municipal Transactions** represents the County on a broad range of contractual matters. **Claims Management** focuses on the early settlement of claims and risk management.

Although the Office of the Nassau County Attorney does not have any budget to compensate law students, our internships/externships provide extensive and marketable experience, including professional development. The Office of the Nassau County Attorney fully cooperates with all law school internship/externship program requirements. In addition, the Office welcomes students with work/study funding when the law school (and not the County of Nassau) contributes to the 100% formula, as well as students with fellowships, grants and other financial assistance.

When submitting your application **via email only**, please review the Bureau Description and Bureau & Agency Postings links on our website to allow you to indicate your first choice in a bureau or agency, as well as two additional choices. Indicate whether you are applying for the Fall 2013 or Spring 2014 semesters. Please note that although that the needs of each bureau and agency change from semester to semester, our office is generally successful in finding the best placement for each applicant. Our goal is to provide a diverse litigation and/or transactional experience through deposition and court observation, negotiations, research and writing, and exposure to management of legal files. We also creatively work with students seeking a diverse or hybrid experience.

To apply, please send – **via email only** – a resume, short writing sample, transcript (unofficial is ok) and a reference.

Also, please be sure to include a cell phone number with your contact information.

Martha Krisel, Chief Deputy County Attorney for Special Projects
mkrisel@nassaucountyny.gov

Please copy

Donna Cavazzini, Paralegal/Assistant to Martha Krisel
dcavazzini@nassaucountyny.gov

EXCEPTION TO THIS RULE: FAMILY COURT BUREAU (see below)

Appeals Bureau

This Bureau seeks law students with **excellent writing skills** (i.e., the ability to communicate complex legal concepts in plain and lucid English) to perform legal research and draft appellate briefs and related memos. Please send a cover letter and resume and a **short** writing sample – preferably 1-3 pages – which need **not** be a legal brief or memo. An OpEd piece or other short persuasive essay is ideal. An introductory section of a legal brief or memo is fine so long as it provides a coherent summary of the facts and argument.

Family Court Bureau

Juvenile Delinquents Unit

- Prosecute juvenile delinquents before Family Court Judges.
- Organize, investigate, draft and file Juvenile Delinquency petitions under the Family Court Act and New York State Penal Law on behalf of the County of Nassau.
- Research and draft memoranda of law, motions, and opposition papers.
- Prepare subpoenas for appearances of witnesses and police officers.

Resumes to DCA Rachel Liebman rliebman@nassaucountyny.gov and to DCA Robert Bedford rbedford@nassaucountyny.gov

Support Unit

- Represent custodial parents pursuant to the Uniform Interstate Family Support Act, (U.I.F.S.A) in the establishment, collection, and enforcement of child support orders;
- Represent all 50 states and 12 reciprocal countries;
- Appear on all aspects of child support litigation, including, but not limited to, entering orders, enforcing orders, modifications, issues involving equitable estoppel, contempt proceedings against employers who fail to adhere to the terms of wage garnishment orders, willful hearings, and extensive motion practice.
- Represent the Nassau County Department of Social Services in local child support cases in recouping of county funds extended to child welfare recipients;
- Prepare petitions;
- Prepare witnesses/clients for trial

Resumes to DCA Nadine Satterthwaite at nsatterthwaite@nassaucountyny.gov

Abuse and Neglect Unit

This opportunity allows law students to represent the Department of Social Services in child abuse and neglect actions against parents and caregivers in Family Court. The attorneys are directly involved in the investigation of allegations, as they prepare cases for settlement conferences and trial.

Resumes to DCA Rachel Liebman rliebman@nassaucountyny.gov and to DCA Robert Bedford rbedford@nassaucountyny.gov

General Litigation

The General Litigation Bureau handles complex federal litigation in civil rights defense and employment discrimination actions. Additionally, it handles non-tort state court matters including Article 78 proceedings, petitions for release of probation reports, contract matters, civil rights and employment cases.

The bureau seeks creative and energetic law students who are “self-starters” with exceptional research and writing skills. Law students prepare discovery responses, brief issues for motions, draft motions and actively work with our attorneys on trial preparation. In addition, law students attend trial strategy meetings and attend court proceedings when staffing and scheduling permit.

Labor and Employment Bureau

The Labor & Employment Bureau represents the County in actions brought by current, former and prospective employees. The bureau needs law students to draft position statements for submission to Federal and State agencies, draft motions and pleadings, and assist in the development and production of discovery materials. In addition, law students may appear for the County in unemployment insurance hearings. Candidates should have a strong interest in labor and employment law as well as strong research and writing skills.

Tort Bureau

Law students are needed to work on tort cases and civil rights actions (42 USC 1983) in state and federal courts. Assistance is needed with legal research and writing motions, preparing discovery demands and responses, contacting witnesses, preparing witnesses for 50-h hearings, depositions and trials, following up for records from the police department, district attorney and other county agencies, obtaining medical records, locating expert witnesses, as well as more mundane matters such as photocopying, scanning, filing , etc.

Law students are needed to accept following responsibilities:

1. Drafting Summary Judgment Motions for Negligence Cases (specifically cases dealing with trip/slip and fall accidents), responses to discovery and inspection, responses to combined demands, responses to Bill of Particulars as to Affirmative Defenses, stipulation of discontinuance.
2. Legal Research for cases involving trip and fall, motor vehicle accidents, floods/sewer backups, malicious prosecution and false arrest and General Municipal Law 207(c) cases.
3. Attendance at and preparation of memorandums to the file, creating outlines of 50-H Depositions and Examinations before Trial (depositions).
4. File Order with Notice of Entry, Stipulations of Discontinuance and Motion Papers with the Nassau County Supreme and District Court.

Vehicle Forfeiture

In accordance with the Nassau County Administrative Code, the Vehicle Forfeiture Bureau is responsible for seeking the forfeiture of vehicles driven by individuals charged on the misdemeanor level and convicted of driving while intoxicated or impaired through the use of alcohol or drugs under section of 1192 of the New York State Vehicle and Traffic Law.

This is an active litigating bureau that needs law students to assist attorneys in the drafting of complaints, summary judgment motions, and default motions, and in answering challenges to service through traverse hearings, all in accordance with the New York Civil Practice Law and Rules (CPLR). Excellent organizational skills are crucial.

The law students will assist the attorneys in the evaluation of each file for legal sufficiency and the preparation of certified letters to defendants informing them of the requirements of the County's Administrative Code regarding the forfeiture of vehicles. The law students will then assist the attorneys in drafting a summons and complaint, which is filed in Supreme Court and served on defendants. The law students will also assist the attorneys in monitoring the progress of the criminal cases, drafting default motions or motions for summary judgment, corresponding with attorneys and/or pro se defendants and arranging for vehicle surrenders with the police impound division.

NASSAU COUNTY AGENCIES

Department of Social Services (DSS)

<http://www.nassaucountyny.gov/agencies/DSS/index.html>

Opportunity to work under direct attorney supervision in the following areas of the Department: Child Protective Services; Services to Children and Families; Day Care; Special Investigations; Medicaid and Medical Assistance; Public Assistance; Resources and Recovery; and Housing and Homeless Prevention. Law students will draft Family Court Act Article 10 child abuse and neglect petitions as well as Family Court Act Article 10 and Article 7 Extensions of Placements, Modifications, Violations and petitions seeking approval of voluntary placement agreements. Law students will also prepare of termination of parental rights affidavits, and will research and prepare advisory memoranda. Opportunity to observe/assist at fair hearings (including expungement; child care application; foster care removal; adoption; and home health aide hearings); Child Protective Services investigative and ongoing conferences; and Foster Care Service Plan Review conferences as well as litigation.

Nassau County Office of Emergency Management (OEM)

<http://www.nassaucountyny.gov/agencies/OEM/index.html>

Nassau County's Office of Emergency Management (OEM) has the statutory responsibility to coordinate all County emergency response plans. OEM's responsibilities are to identify vulnerabilities, effectively mitigate disasters, provide public education, respond to all-hazard emergency situations, protect Nassau County's first responders, ensure continuity of government and business, and to facilitate an effective recovery. OEM coordinates with local, state, and federal agencies, as well as private entities to develop, maintain, and implement the Emergency Operations Plan (EOP).

Overview and examples of available assignments and experience:

Drafting County Policies:

Multi-Jurisdictional Natural Hazard Mitigation Plan

- Letter of Intent and Application to be submitted to FEMA
- Resolutions for jurisdictions seeking to adopt plans
- Work with cities, towns, villages, and private sector to develop plans in coordination with the County plan

Nassau County Emergency Shelter Plan:

- Work in tandem with County Attorney to ensure that the Shelter Plan is in compliance with Americans with Disabilities Act

Procurement and Budgeting Projects:

RFP Major Emergency Transportation Unit:

- Draft requests for proposal for the purchases

- Review for compliance with Nassau County procurement regulations and rules

Non-Profit Security Grant Program:

- Review and summarize applications filed by not-for-profit organizations working to increase security to prevent or mitigate potential terrorist acts

County Partnership Projects:

Business Emergency Operations Center:

- Research public-private partnership opportunities
- Research the interplay between NC and private sector resources to assist in managing emergencies

Nassau County Office of Labor Relations (OLR)

The Office of Labor Relations is responsible for representing the County, its departments, and management in all aspects of dealing with the County's labor unions and their collective bargaining agreements. The Office is responsible for representing the County at each step of the grievance and disciplinary process including arbitrations, mediations, step hearings; representing the County at proceedings before the NYS Public Employment Relations Board; negotiating collective bargaining and interim agreements; administering such agreements; advising departments on how to achieve their goals consistent with such agreements and law; and assisting with labor management issues.

The Office of Labor Relations is seeking highly qualified law students to work under the supervision of an attorney and assist with the following responsibilities:

- 1) Provide in depth analysis of union grievance and disciplinary matters;
- 2) Draft initial intake notes and case file summaries;
- 3) Provide resolution recommendations following a full analysis of case documents;
- 4) Assist staff in the preparation of various matters for arbitration, mediation and step hearings;
- 5) Prepare witnesses for trial;
- 6) Research and prepare various advisory memoranda of law;
- 7) Assist in the development of new internal labor-management programming and policy;
- 8) Draft responsive pleadings in connection with matters before the New York State Public Employment Relations Board (PERB);

Law students observe and assist in arbitration, mediation, step hearings and conferences.